



San Bernardino Associated Governments

472 North Arrowhead Avenue, San Bernardino, CA 92401

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- San Bernardino County Transportation Commission •San Bernardino County Transportation Authority
 - San Bernardino County Congestion Management Agency •Service Authority for Freeway Emergencies
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AGENDA

Administrative Committee Meeting

March 10, 2004

9:00 a.m.

Location

SANBAG Office

472 N. Arrowhead Avenue

San Bernardino, CA

Administrative Committee Membership

Chair – SANBAG Vice President

Supervisor Paul Biane
County of San Bernardino

SANBAG President

Mayor Bill Alexander
City of Rancho Cucamonga

SANBAG Past President

Council Member Jim Bagley
City of Twentynine Palms

Mt./Desert Representatives

Council Member Edward (Ted) Burgnon
Town of Apple Valley

Mayor Pro Tem James Lindley
City of Hesperia

Supervisor Dennis Hansberger
County of San Bernardino

East Valley Representatives

Mayor Pro Tem Larry McCallon
City of Highland

Council Member Bob Christman
City of Loma Linda

Supervisor Clifford Young
County of San Bernardino

West Valley Representatives

Council Member Gwenn Norton-Perry
City of Chino Hills

Mayor Paul Eaton
City of Montclair

Supervisor Patti Aguiar
County of San Bernardino

**San Bernardino Associated Governments
County Transportation Commission
County Transportation Authority
Service Authority for Freeway Emergencies
County Congestion Management Agency**

AGENDA

Administrative Committee Meeting

**March 10, 2004
9:00 a.m.**

Location: SANBAG Office, 472 N. Arrowhead Avenue, San Bernardino

CALL TO ORDER 9:00 a.m.
(Meeting Chaired by Supervisor Paul Biane)

- I. Attendance
- II. Announcements
- III. Agenda Notices/Modifications – Tia Kirkland

1. Possible Conflict of Interest Issues for the Administrative Committee Meeting March 10, 2004 Pg. 4

Note agenda item contractors, subcontractors and agents which may require member abstentions due to conflict of interest and financial interests. Board Member abstentions shall be stated under this item for recordation on the appropriate item. [ADM0403z-aa.doc](#)

Consent Calendar

Consent Calendar items shall be adopted by a single vote unless removed by member request.

Administrative Matters

2. Attendance Register Pg. 6

A quorum shall consist of a majority of the membership of each SANBAG Policy Committee, except that all County Representatives shall be counted as one for the purpose of establishing a quorum. [admatt04.doc](#)

Notes/Actions

Consent Calendar (Continued)

3. **Procurement Report for February 2004** Pg. 8
 Receive Monthly Procurement Report. Susan Van Note
[ADM0403a-svn.doc](#)

Discussion Items**Administrative**

4. **2004/2005 SANBAG Budget - Administrative Committee Task Review** Pg. 10
 Review and provide direction relative to tasks proposed for the inclusion in the 2004/2005 SANBAG Budget. Susan Van Note [adm0403b-svn.doc](#)
5. **San Bernardino Associated Governments (SANBAG) Annual Financial Audit** Pg. 46
 Receive SANBAG's Annual Financial Audit for FY 2002/2003. Susan Van Note [adm0403c-svn.doc](#)
6. **Measure I Public Information Consulting Services** Pg. 48
 Approve Amendment No.1 to Contract 03-061 with Smith, Watts & Company to provide professional consulting services relative to Measure I public awareness program in an amount not to exceed \$40,000, as specified in the Financial Impact Section. Kristine Leathers
[ADM0403-kal.doc](#)
9. **Additional Items from Committee Members**
10. **Brief Comments by the General Public**

Additional Information

- Acronym List [Acronym List.doc](#) Pg. 56

CLOSED SESSION

Code Section 54957.6, Conference with Labor Negotiator Norm King regarding unrepresented employees.

ADJOURNMENT

Complete packages of the SANBAG agenda are available for public review at the SANBAG offices. Staff reports for items may be made available upon request. For additional information call (909) 884-8276.

San Bernardino Associated Governments

Meeting Procedures

The Ralph M. Brown Act is the state law which guarantees the public's right to attend and participate in meetings of local legislative bodies. These rules have been adopted by the San Bernardino Associated Governments (SANBAG) Board of Directors in accordance with the Brown Act, Government Code 54950 et seq., and shall apply at all meetings of the SANBAG Board of Directors and Policy Committees.

1. **Accessibility** – The SANBAG meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Clerk of the Board at least three (3) business days prior to the Board meeting. The Clerk's telephone number is (909) 884-8276 and office is located at 472 N. Arrowhead Avenue, San Bernardino, CA.
2. **Agendas** – All agendas are posted at 472 N. Arrowhead Avenue, San Bernardino at least 72 hours in advance of the meeting. Staff reports related to agenda items may be reviewed at the SANBAG offices located at 472 N. Arrowhead Avenue, San Bernardino.
3. **Agenda Actions** – Items listed on both the "Consent Calendar" and "Items for Discussion" contain suggested actions. The Board of Directors will generally consider items in the order listed on the agenda. However, items may be considered in any order. New agenda items can be added and action taken by two-thirds vote of the Board of Directors.
4. **Closed Session Agenda Items** – Consideration of closed session items *excludes* members of the public. These items include issues related to personnel, pending litigation, labor negotiations and real estate negotiations. Prior to each closed session, the Chair will announce the subject matter of the closed session. If action is taken in closed session, the Chair may report the action to the public at the conclusion of the closed session.
5. **Public Testimony on an Item** – Members of the public are afforded an opportunity to speak on any listed item. Individuals wishing to address the Board of Directors or Policy Committee Members should complete a "Request to Speak" form, provided at the rear of the meeting room, and present it to the SANBAG Clerk prior to the Board's consideration of the item. A "Request to Speak" form must be completed for *each* item an individual wishes to speak on. When recognized by the Chair, speakers should be prepared to step forward and announce their name and address for the record. In the interest of facilitating the business of the Board, speakers are limited to three (3) minutes on each item. Additionally, a twelve (12) minute limitation is established for the total amount of time any one individual may address the Board at any one meeting. The Chair or a majority of the Board may establish a different time limit as appropriate, and parties to agenda items shall not be subject to the time limitations.

The Consent Calendar is considered a single item, thus the three (3) minute rule applies. Consent Calendar items can be pulled at Board member request and will be brought up individually at the specified time in the agenda allowing further public comment on those items.

6. **Agenda Times** – The Board is concerned that discussion take place in a timely and efficient manner. Agendas may be prepared with estimated times for categorical areas and certain topics to be discussed. These times may vary according to the length of presentation and amount of resulting discussion on agenda items.
7. **Public Comment** – At the end of the agenda, an opportunity is also provided for members of the public to speak on any subject with SANBAG's authority. Matters raised under "Public Comment" may not be acted upon at that meeting. The time limits established in Rule #4 still apply.
8. **Disruptive Conduct** – If any meeting of the Board is willfully disrupted by a person or by a group of persons so as to render the orderly conduct of the meeting impossible, the Chair may recess the meeting or order the person, group or groups of persons willfully disrupting the meeting to leave the meeting or to be removed from the meeting. Disruptive conduct includes addressing the Board without first being recognized, not addressing the subject before the Board, repetitiously addressing the same subject, failing to relinquish the podium when requested to do so, or otherwise preventing the Board from conducting its meeting in an orderly manner.

Please be aware that a NO SMOKING policy has been established for SANBAG meetings. Your cooperation is appreciated!

Minute Action

AGENDA ITEM: 1

Date: March 10, 2004

Subject: Information Relative to Possible Conflict of Interest

Recommendation*: Note agenda items and contractors/subcontractors which may require member abstentions due to possible conflicts of interest.

Background: In accordance with California Government Code 84308, members of the SANBAG Board may not participate in any action concerning a contract where they have received a campaign contribution of more than \$250 in the prior twelve months from an entity or individual. This agenda contains recommendations for action relative to the following contractors:

Item No.	Contract No.	Contractor/Agents	Subcontractors
6	03-061	Smith Watts & Company <i>DJ Smith</i>	None

Financial Impact: This item has no direct impact on the SANBAG budget.

Reviewed By: This item is prepared monthly for review by the SANBAG Board of Directors and Policy Committee members.

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

ADMINISTRATIVE COMMITTEE ATTENDANCE ROSTER - 2004

Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Patti Aguiar												
Paul Biane	X											
Dennis Hansberger	X	X										
Gwenn Norton-Perry	X											
Clifford Young		X										
Jerry Eaves												
Jim Bagley	X	X										
Larry McCallon												
Kelly Chastain	X	X										
Bill Alexander	X											
James Lindley												
Edward Burgnon	X	X										
Paul Eaton	X	X										
Robert Christman	X	X										

The crossed-out boxes indicate members who were not on the committee as of that month.
The empty boxes indicate member who did not attend the meeting that month.

Minute Action

AGENDA ITEM: _____

Date: March 10, 2004

Subject: Procurement Report for February 2004

Recommendation:* Receive Monthly Procurement Report.

Background: The Board of Directors approved the Contracting and Procurement Policy (Policy No. 11000) on January 3, 1997. The Executive Director, or his designee, is authorized to approve Purchase Orders up to an amount of \$25,000. All procurements for supplies and services approved by the Executive Director, or his designee, in excess of \$5,000 shall be routinely reported to the Administrative Committee and to the Board of Directors.

Attached are the purchase orders in excess of \$5,000 to be reported to the Administrative Committee for the month of February 2004.

Financial Impact: This item imposes no impact on SANBAG's FY 2002/03 Budget. Presentation of the monthly procurement report will demonstrate compliance with the Contracting and Procurement Policy (Policy No. 11000).

Reviewed By: This item is scheduled for review by the Administrative Committee on March 10, 2004.

Responsible Staff: Susan Van Note, Chief Financial Officer

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

PURCHASE ORDERS ISSUED FOR FEBRUARY 2004

P.O. #	Vendor	Purpose	Sole Source Y/N	Amount
0474	TH Enterprises, Inc.	Network Equipment for Depot	N	\$ 7,424.15
0475	TH Enterprises, Inc.	Application Server & Software	N	\$ 6,853.58
0476	TH Enterprises, Inc.	Network Software	N	\$ 27,030.53
		TOTAL PURCHASE ORDERS ISSUED		\$ 41,308.26

Minute Action

AGENDA ITEM: _____

Date: March 10, 2004

Subject: 2004/2005 SANBAG Budget - Administrative Committee Task Review

Recommendation:* Review and provide direction relative to tasks proposed for the inclusion in the 2004/2005 SANBAG Budget.

Background: SANBAG staff has been developing tasks relative to the 2004/2005 SANBAG Budget. Details included with this item are narrative descriptions and draft total budget information for the tasks which come under the purview of the Administrative Committee. This review of tasks is intended to gain input on the appropriateness of the type and scope of the work effort. Budget amounts and fund types are preliminary, at this point, pending agency-wide revenue and expenditure compilation.

The following tasks are presented for Committee review:

<u>Task Number</u>	<u>Description</u>	<u>Manager</u>
0510400	Inter-Gov. Relations	Leathers
0549000	Council of Govts. New Initiatives	Barmack
0550100	Federal/Transit Act Program	Bair
0550200	TDA Administration	Bair
0550300	Legislation	Leathers

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved: _____ *Second:* _____

In Favor: _____ *Opposed:* _____ *Abstained:* _____

Witnessed: _____

0550400	Measure I Administration-Valley	Van Note
0551300	Measure I Valley E & H	Bair
0560500	Publications/Public Outreach	Barmack
0594200	Financial Management	Van Note
9180000	Valley Measure I Local	Van Note

Financial Impact: The tasks under the purview of the Administrative Committee are those which deal with overall agency administration and support. These tasks will be part of the overall budget adoption which establishes the financial and policy direction for the next fiscal year.

Reviewed By: This item is scheduled for review by the Administrative Committee on March 10, 2004.

Responsible Staff: Susan Van Note, Chief Financial Officer

Minute Action

AGENDA ITEM: _____

Date: March 10, 2004

Subject: San Bernardino Associated Governments (SANBAG) Annual Financial Audit

Recommendation:* Receive SANBAG's Annual Financial Audit for FY 2002/2003.

Background: The Joint Powers Agreement creating SANBAG, as well as the Single Audit Act of 1984 and U.S. Office of Management and Budget (OMB) Circular A-133, requires that an annual audit be conducted of the financial statements of SANBAG and its affiliated organizations. This audit for Fiscal Year 2002/2003 has been conducted by the firm of McGladrey & Pullen, LLP.

The audit was comprised of four basic elements:

1. Audit of the SANBAG's General Purpose Financial Statements.
2. Audit of the State Transit Assistance Fund of the County of San Bernardino.
3. Audit of the Local Transportation Fund of the County of San Bernardino.
4. Single Audit in accordance with OMB Circular A-133 for SANBAG.

The purpose of the audit is to provide the users with an independent basis for relying on management's assertions. McGladrey supports the assertion that the statements are fairly presented in conformity with generally accepted accounting principles. This result is commonly referred to as an "unqualified" or "clean"

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved: *Second:*

In Favor: *Opposed:* *Abstained:*

Witnessed: _____

opinion. Additionally, SANBAG's investment advisor monitors SANBAG's investments to insure that they are invested to meet the goals of safety, liquidity, diversification and a reasonable market rate of return.

Due to the increase in receipt of funds, additional programs this year included in the Single Audit review process were Planning and Programming and Monitoring (SB45), Congestion Mitigation and Air Quality, Surface Transportation Program, Regional Improvement Program and the Transportation Enhancement Activities.

Financial Impact: This item has no direct impact on the SANBAG budget. The findings presented are the result of an audit performed by McGladrey & Pullen, LLP. The cost of the audit is not to exceed \$50,600 and is consistent with SANBAG's Fiscal Year 2003/2004 Budget. TN Indirect, Funding Source Allocation.

Reviewed By: This item is scheduled for review by the Administrative Committee on March 10, 2004.

Responsible Staff: Susan Van Note, Chief Financial Officer

Minute Action

AGENDA ITEM: _____

Date: March 10, 2004

Subject: Measure I Public Information Consulting Services

Recommendation:* Approve Amendment No.1 to Contract 03-061 with Smith, Watts & Company to provide professional consulting services relative to Measure I public awareness program in an amount not to exceed \$40,000, as specified in the Financial Impact Section.

Background: Staff recommends that SANBAG continue to utilize the professional consulting services of Smith, Watts and Company to assist with the Measure I public information program. The attached agreement is for a term through June 3, 2004. The agreement includes fees not to exceed \$40,000 for the term of the agreement. The scope of work for the consultant is specified in the amendment.

Sole Source: SANBAG Policy 11000.7.5, Sole Source Process, provides for sole source contracts in specific instances where the contractor possesses unique knowledge to complete a task. In this instance, Smith, Watts, and Company has an existing contract with SANBAG to provide consulting services for the extension of Measure I, and has consulted with SANBAG in the development of the current Measure I expenditure plan. Also, Smith, Watts, and Company acted as primary consultant to the Riverside County Transportation Commission in their successful

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Approved
San Bernardino Associated Governments
Administrative Committee

Date: _____

Moved:

Second:

In Favor:

Opposed:

Abstained:

Witnessed: _____

attempt to extend the Riverside County half-cent sales tax measure. If this contract were competitively selected, the resulting selection would likely result in the selection of the same contractor due to their familiarity of the SANBAG measure extension effort.

Financial Impact: The total amount for this amendment shall not exceed \$40,000, and is consistent with the FY 2003-04 SANBAG Budget and the proposed 2004-05 SANBAG Budget, Task No. 60500. Source of funds is Measure I Major Projects.

Reviewed By: This item is scheduled for review by the Administrative Committee on March 10, 2004, and has been reviewed by SANBAG Counsel.

Responsible Staff: Kris Leathers, Director Intergovernmental and Legislative Affairs

AB	Assembly Bill
ACE	Alameda Corridor East
ACT	Association for Commuter Transportation
ADA	Americans with Disabilities Act
APTA	American Public Transportation Association
AQMP	Air Quality Management Plan
ATMIS	Advanced Transportation Management Information Systems
BAT	Barstow Area Transit
CAC	Call Answering Center
CALACT	California Association for Coordination Transportation
CALCOG	California Association of Councils of Governments
CALSAFE	California Committee for Service Authorities for Freeway Emergencies
CALTRANS	California Department of Transportation
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CHP	California Highway Patrol
CMAQ	Congestion Mitigation and Air Quality
CMP	Congestion Management Program
CNG	Compressed Natural Gas
COG	Council of Governments
CSAC	California State Association of Counties
CTA	California Transit Association
CTAA	Community Transportation Association of America
CTC	California Transportation Commission
CTC	County Transportation Commission
CTP	Comprehensive Transportation Plan
DMO	Data Management Office
DOT	Department of Transportation
E&H	Elderly and Handicapped
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	United States Environmental Protection Agency
ETC	Employee Transportation Coordinator
FEIS	Final Environmental Impact Statement
FHWA	Federal Highway Administration
FSP	Freeway Service Patrol
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
GFOA	Government Finance Officers Association
GIS	Geographic Information Systems
HOV	High-Occupancy Vehicle
ICMA	International City/County Management Association
ICTC	Interstate Clean Transportation Corridor
IEEP	Inland Empire Economic Partnership
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991
IIP/ITIP	Interregional Transportation Improvement Program
ITS	Intelligent Transportation Systems
IVDA	Inland Valley Development Agency
LACMTA	Los Angeles County Metropolitan Transportation Authority
LNG	Liquefied Natural Gas
LTF	Local Transportation Funds
MAGLEV	Magnetic Levitation
MARTA	Mountain Area Regional Transportation Authority
MBTA	Morongo Basin Transit Authority
MDAB	Mojave Desert Air Basin
MDAQMD	Mojave Desert Air Quality Management District

MIS	Major Investment Study
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MSRC	Mobile Source Air Pollution Reduction Review Committee
MTP	Metropolitan Transportation Plan
NAT	Needles Area Transit
OA	Obligation Authority
OCTA	Orange County Transportation Authority
OWP	Overall Work Program
PASTACC	Public and Specialized Transportation Advisory and Coordinating Council
PDT	Project Development Team
PPM	Planning, Programming and Monitoring Funds
PVEA	Petroleum Violation Escrow Account
RCTC	Riverside County Transportation Commission
RDA	Redevelopment Agency
RFP	Request for Proposal
RIP	Regional Improvement Program
ROD	Record of Decision
RTAC	Regional Transportation Agencies' Coalition
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
RTPA	Regional Transportation Planning Agencies
SB	Senate Bill
SAFE	Service Authority for Freeway Emergencies
SANBAG	San Bernardino Associated Governments
SCAB	South Coast Air Basin
SCAG	Southern California Association of Governments
SCAQMD	South Coast Air Quality Management District
SCRRA	Southern California Regional Rail Authority
SED	Socioeconomic Data
SHOPP	State Highway Operations and Protection Program
SOV	Single-Occupant Vehicle
SRTP	Short Range Transit Plan
STAF	State Transit Assistance Funds
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
TAC	Technical Advisory Committee
TCM	Transportation Control Measure
TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TEA	Transportation Enhancement Activities
TEA-21	Transportation Equity Act for the 21 st Century of 1997
TIA	Traffic Impact Analysis
TMC	Transportation Management Center
TMEE	Traffic Management and Environmental Enhancement
TOC	Traffic Operations Center
TOPRS	Transit Operator Performance Reporting System
TSM	Transportation Systems Management
USFWS	United States Fish and Wildlife Service
UZAs	Urbanized Areas
VCTC	Ventura County Transportation Commission
VVTA	Victor Valley Transit Authority
WRCOG	Western Riverside Council of Governments